

**641—12.8(730) Sample security and confidentiality of test results.** Samples and reports must never be left unattended or unsecured.

**12.8(1)** Complete chain of custody documentation shall be maintained for each sample from the time of collection from the employee or prospective employee to the time the sample is discarded. Each time the sample is handled or transferred, the individual receiving the sample, the time and date of transfer, and the recipient or destination of the sample shall be documented.

**12.8(2)** If the first portion of the sample yielded a confirmed positive test result, the laboratory shall store the second portion of that sample until receipt of a confirmed negative test result or for a period of at least 45 calendar days following the completion of the initial confirmatory testing. Urine and blood samples shall be retained in secure storage at freezing temperatures.

**12.8(3)** All samples for which a negative test result was reported shall be disposed of within 5 working days after issuance of the negative test result report.